

Schedule 39-101

DEPARTMENT OF EDUCATION ADMINISTRATIVE SUPPORT SERVICES

April 25, 2006

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE

39-101

AGENCY, BOARD OR COMMISSION

Department of Education

DIVISION, BUREAU OR OTHER UNIT

Administrative Support Services

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

Supersedes edition of May 27, 2003

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE



TITLE

Commissioner of Education

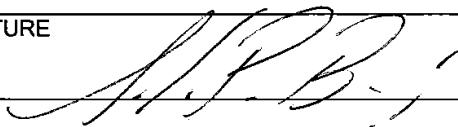
DATE

4-17-06

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE



STATE ARCHIVES

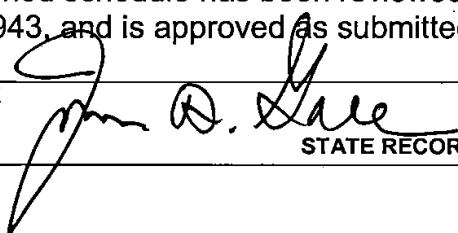
DATE

4/25/06

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE



STATE RECORDS ADMINISTRATOR

DATE

4/25/06

RMA 01005D

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, regardless of the media on which they reside. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form (RMA 036006D) is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 39-101- DEPARTMENT OF EDUCATION ADMINISTRATIVE SUPPORT SERVICES

39-101-100 CENTRAL ACCOUNTING/FINANCIAL SERVICES

39-101-101 AGENCY AUDIT REPORTS AND RESOLUTION DOCUMENTATION

Audit report and any documentation generated or received as a result of the audit resolution process. These records are kept to satisfy the requirements of the General Education Provisions Act.

Dispose of after 8 years.

39-101-102 CHILD & ADULT CARE FOOD PROGRAM CLAIMS FOR REIMBURSEMENT

Forms used to collect information to reimburse child and adult care feeding programs for breakfasts, lunches, snacks, and suppers.

ORIGINAL RECORD: Dispose of after 5 years.

ELECTRONIC DATA: Backup daily; dispose of after 5 years.

SECURITY BACKUP: Dispose of after 5 years.

39-101-103 COMPUTER CLAIM REGISTER

Computer claim register showing payments to schools for school lunch programs.

ELECTRONIC DATA: Backup daily; dispose of after 5 years, provided audit has been completed.¹

SECURITY BACKUP: Dispose of after 5 years, provided audit has been completed.¹

39-101-104 DIRECT FEDERAL LOAN RECORDS

Records of loans of federal money to students attending institutions of higher education.

Dispose of 5 years after final settlement of the loan, provided audit has been completed.¹

39-101-105 FINAL FINANCIAL

Records include school district reports verifying allowable expenditures for special education and establishing the eligible program reimbursement level. Includes forms 06-008 and 06-016.

PAPER: Dispose of after 5 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of after 5 years, provided audit has been completed.¹

SECURITY BACKUP COPY: Dispose of after 5 years, provided audit has been completed.¹

STANDARD REPORTS: PRINTOUT: Dispose of after 5 years, provided audit has been completed.¹

ELECTRONIC REPORT: Backup daily; dispose of after 5 years, provided audit has been completed.¹

SECURITY BACKUP COPY: Dispose of after 5 years, provided audit has been completed.¹

AD HOC COMPUTER REPORT: PRINTOUT: Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

ELECTRONIC REPORT: Backup daily; dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

SECURITY BACKUP COPY: Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

39-101-106 GRANT FILES

All accounting records, correspondence, applications, grant award documents, final financial reports, performance records or any other record which involves grant funds.

U.S. DEPARTMENT OF EDUCATION GRANT RECORDS: Dispose of 5 years after date of final report of expenditures, provided audit has been completed.¹

OTHER FEDERAL GRANT RECORDS: Dispose of 3 years after date of final report of expenditures, provided audit has been completed.¹

NON-FEDERAL GRANTS: Dispose of 3 years after termination of grant, provided audit has been completed.¹

39-101-107 INVENTORY REPORT FORM

Record of equipment inventory including type of equipment, inventory number and location. Used on new, transferred and deleted equipment.

PRINTOUT: Dispose of 5 years after equipment is surplus or discarded.

ELECTRONIC DATA: Backup daily; dispose of 5 years after equipment is surplus or discarded.

SECURITY BACKUP: Dispose of 5 years after equipment is surplus or discarded.

39-101-108 NEBRASKA SCHOOL RETIREMENT REPORT

Monthly report sent to the State Retirement Systems listing the salaries, hours worked, and amounts withheld from the Department of Education employee's payroll. The report is used to verify employee as well as department contributions to the retirement program.

PRINTOUT: Dispose of after 3 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of after 3 years, provided audit has been completed.¹

SECURITY BACKUP: Dispose of after 3 years, provided audit has been completed.¹

39-101-114 NSVH FARM INFORMATION

FYs 1978-2003. Nebraska School for the Visually Handicapped benefited from an inheritance, this being a farm given to the Department of Education. The Department sold the farm in 2004. The money from this sale is further helping students today.

Dispose of 7 years after sale of farm.

39-101-109 PAYROLL CARD (OBSOLETE January 2003)

Computer generated payroll card is used in Central Accounting to facilitate internal processing procedures. On it is recorded the pay status of an individual by month. In addition to internal payroll processing, it serves as an easily accessed record of pay status for terminated employees.

CARD: Dispose of after 8 years.

ELECTRONIC DATA: Backup daily; dispose of after 8 years.

SECURITY BACKUP: Dispose of after 8 years.

**39-101-110 REQUEST TO SUBMIT VIA THE INTERNET SCHOOL AGE
FINAL FINANCIAL REPORT**

Post card sent for information from LEAs & ESUs to set up and authorize access to web for submission of the Final Financial Report (FFR) (06-008).

POST CARD: Dispose of after 5 years.

ELECTRONIC DATA: Backup daily; dispose of after 5 years.

SECURITY BACKUP: Dispose of after 5 years,

39-101-111 SUBRECIPIENT AUDIT REPORTS (FEDERAL)

Records involved with the review by the Nebraska Department of Education of audit reports of subrecipients of federal funds. Includes the audit report, associated correspondence, documentation and other records generated as a result of the review of the report and resolution of the findings.

Dispose of 8 years after the end of the fiscal year in which the report was received.

39-101-112 TEACHER CERTIFICATION SYSTEM REPORTS

Reports received from the teacher certification section used to control and balance funds received and certificates issued.

PAPER: Dispose of after 3 years, provided audit has been completed.¹

ELECTRONIC DATA: Dispose of after 3 years, provided audit has been completed.¹

SECURITY BACKUP: Dispose of after 3 years, provided audit has been completed.¹

39-101-113 TRUST FUND REPORTS AND SUMMARIES

Records of funds and donations to the state.

Dispose of 5 years after termination of the trust, provided audit has been completed.¹

39-101-200 HUMAN RESOURCES

39-101-201 AGREEMENT FOR PROFESSIONAL AND/OR TECHNICAL SERVICES

An agreement between the Department of Education and other parties providing professional consultation or technical services.

FEDERAL AGREEMENTS: PAPER: Dispose of 8 years after fulfillment of contract, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of 8 years after fulfillment of contract, provided audit has been completed.¹

SECURITY BACKUP COPY: Dispose of 8 years after fulfillment of contract, provided audit has been completed.¹

NON-FEDERAL AGREEMENTS: PAPER: Dispose of 5 years after fulfillment of contract, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of 5 years after fulfillment of contract, provided audit has been completed.¹

SECURITY BACKUP COPY: Dispose of 5 years after fulfillment of contract, provided audit has been completed.¹

39-101-202 DEPARTMENT OF EDUCATION NEWSLETTERS

Newsletters for schools in Nebraska and/or Department of Education staff. Since 2000 the newsletter has been available on the Web and is no longer issued in paper.

PAPER: Dispose of paper immediately.

ELECTRONIC NEWSLETTER: Backup daily; dispose of after 1 year.

SECURITY BACKUP COPY: Dispose of after 1 year.

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY
FOR YOUR RECORDS.**

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal size	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load	50 cubic feet